

# October 2020 Deadline Tracker

If you are part of a pharmacy group or multiple, please liaise with your company managers/head office.

## Regular Tasks

Subject	Requirement	Deadline	Action and Links	Tick when Completed
<b>Log into Pharmacy Premises NHSmail</b>	Essential daily task to get vital contractual communications from NHS England, NHSBSA and the LPC  Essential for CPCS	<b>Every day task</b>	<b>An increasing number of services are now using NHSmail rather than fax to communicate with community pharmacy.</b>  Pharmacies providing CPCS <b>MUST</b> check the Shared NHSmail Account when the pharmacy opens and before the pharmacy closes each day. Information on accessing NHS mail can be found <a href="#">here</a> .	
<b>Log onto PharmOutcomes</b>	CPCS  Messages from Commissioners	<b>Every day task – check at regular intervals throughout the day!</b>	Please ensure you are checking at regular intervals throughout the day for CPCS referrals and action accordingly. For more information on CPCS please see our website <a href="#">here</a> . Commissioners for other services will also put important messages on PharmOutcomes so please acknowledge when you have read them.	
<b>Pre-Reg Payments</b>	Pharmacy Income	<b>Monthly</b>	Check that you are receiving your Pre-Registration Pharmacist Payments. Further information from <a href="#">PSNC here</a> with <a href="#">local contacts here</a> .	
<b>Virtual Outcomes</b>	Workforce Training	<b>Ongoing</b>	Our subscription to Virtual Outcomes has been extended, so pharmacies can continue to access online training programmes. The latest module available is the <a href="#">2020/21 Flu Vaccination Service</a> . Visit the LPC Virtual Outcomes <a href="#">page</a> for more information on training options.	
<b>Price Concession, Shortages and Quota Reporting</b>	Pharmacy Income	<b>Ongoing</b>	Please report any supply issues and medicines shortages to PSNC using the <a href="#">online forms</a> . <a href="#">Report product over Drug Tariff price.</a> <a href="#">Supply Issues</a> <a href="#">Shortages</a> <a href="#">Report Quota Issues</a>	
<b>End of Month Submission Reminder</b>	Pharmacy Income	<b>By the 5<sup>th</sup> of every month</b>	Contractors should submit their end of month bundle and FP34C using their usual delivery method <b>no later than the 5<sup>th</sup> day of the month</b> following that in which supply was made. More information <a href="#">here</a> . <b>We would also encourage contractors to submit their prescription return via MYS as well as sending in the paper bundle. This can be done up to the close of play on the 5<sup>th</sup> of the month. It doesn't matter if the figures differ from the paper return. This will give a more accurate return and may help with cash flow.</b>	
<b>NHS CPCS Service</b>	Pharmacy Income	<b>By the 5<sup>th</sup> of every month</b>	Although service activity recorded onto PharmOutcomes will prepopulate the MYS claim screen, contractors are still required to login to the MYS portal to confirm and submit the claim.	
<b>Local Services</b>	Pharmacy Income	<b>By the 5<sup>th</sup> of every month</b>	Please claim all your Public Health and other local services via <a href="#">PharmOutcomes</a> .	
<b>Patient Safety</b>	Regulatory	<b>Monthly</b>	Keep your patient safety report up to date. More information can be found <a href="#">here</a> . Download the new patient safety resources <a href="#">here</a>	

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## Date Sensitive Deadlines ■

Subject	Requirement	Deadline	Action and Links	Tick when Completed
COVID-19	Contractor Support	Ongoing	<p>Ensure you're keeping up to date with the national and local COVID-19 guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">PSNC</a> for the latest news round-up.</li> <li>• <a href="#">GOV.UK</a> for advice for healthcare professionals.</li> <li>• <a href="#">PHE</a> for posters and resources.</li> <li>• <a href="#">LPC</a> for links to local information and advice from your LPC.</li> </ul>	
Personal Protective Equipment (PPE)	Regulatory and Contractor Support	Act Now!	<p>It is now compulsory for community pharmacy staff to wear <a href="#">face coverings</a> in areas that are open to the public or where they come / likely to come within close contact of a member of the public. See existing <a href="#">PHE guidance</a> on the wearing of face masks in community pharmacy. PSNC also have information on their website <a href="#">here</a> and the LPC website <a href="#">here</a>. Sign up to the PPE Portal to ensure you have access to stocks.</p>	
Flu Vaccination Service 2020/21	Service Delivery	Service started on 1st September 2020	<p>See the latest Flu updates on the 20/21 service by PSNC <a href="#">here</a> and the LPC website <a href="#">here</a>. <b>Remember to submit your claims for September via the <a href="#">MYS portal</a>.</b></p>	
COVID-19 Testing – Priority Access	Contractor Support	Act Now!	<p>Essential workers can access priority testing slots for COVID-19. Find out more, including how to sign up for employer access <a href="#">here</a> and the LPC website <a href="#">here</a>.</p>	
Hepatitis C Testing Service	Service Delivery	Service started on 1st September 2020	<p>Find full service details on the PSNC website <a href="#">here</a> and the LPC website <a href="#">here</a>.</p>	
Healthy Living Pharmacy	Contractor	Date Still to be Confirmed – Delayed Due to COVID-19	<p>Ensure you have your HLP Leader and Health Champion in place in time for the planned changes to the Terms of Service. Further details on the PSNC website <a href="#">here</a> and the LPC website <a href="#">here</a>.</p>	
PQS Aspiration Payment	Pharmacy Income	By 23:59 on 9th October 2020	<p>Contractors can claim for an <b>Aspiration payment</b> on the NHSBSA Manage Your Service (MYS) application between 09:00 on 14th September 2020 and 23:59 on 9th October 2020. Further details <a href="#">here</a>.</p>	
Public Health Campaigns	Health Campaign	1st – 31st October 2020	<p>Find out more about this year's <b>Stoptober</b> campaign on the <a href="#">PSNC website</a>. Please note, this is <u>not</u> a mandatory campaign. Mandatory campaigns resume in October 2020 with a flu campaign. Further details are available on the <a href="#">PSNC website</a>.</p>	

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<b>Part 1 Pharmacy Quality Scheme (PQS)</b>	Pharmacy income	<b>By 23:59 on the 29th January 2021</b>	<p>To meet the requirements of the new scheme, contractors need to complete all 14 actions set out in a checklist, all of which relate to the response to the pandemic.</p> <ul style="list-style-type: none"> <li>• Download the <a href="#">Part 1 PQS 2020/21 Checklist for the COVID-19 response</a></li> <li>• <a href="#">Advice on what evidence should be retained</a> to demonstrate that contractors have complied with the scheme.</li> <li>• Answers to <a href="#">frequently asked questions</a> on the scheme.</li> <li>• A PSNC <a href="#">10-minute digital guide</a> to the scheme; and</li> <li>• <a href="#">A record sheet</a> to capture staff briefings, or training sessions.</li> </ul> <p>Submit your Part 1 PQS claims on the MYS portal. Any claims submitted by the 5th of the month will be paid to contractors on the 1st of the following month. Please note that completion of Part 1 of the scheme will be a gateway requirement for Part 2.</p> <p>Find more information on <a href="#">PSNC</a> and the <a href="#">LPC website</a>.</p>	
<b>Part 2 Pharmacy Quality Scheme (PQS)</b>	Pharmacy income	<b>between 1st February 2021 and 26th February 2021</b>	<p>The full requirements for Part 2 of the 2020/21 Pharmacy Quality Scheme (PQS) have been released and further information on all the five domains can be found on PSNC <a href="#">here</a> and on the LPC website <a href="#">here</a>.</p>	

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For further advice and support from Coventry LPC, please contact us:

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